

Application Access Overview

Overview

This wiki page explains how application permissions work. It also shows you how to view who can access an application that you are working on, and explains how Application Owners can manage application access, so that you can allow others to work on your application.

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- [Application Access Terms](#)
 - [Access Permissions](#)
- [View Users with Permissions on the Application](#)
- [Application Owner & Managing Peer Access](#)
 - [Grant Access to a User](#)

Application Access Terms

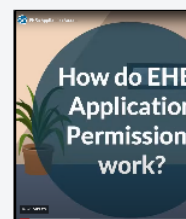
Application Owner	<p>The first person to validate a Grants.gov application into the EHBs automatically becomes the Application Owner.</p> <p>The Application Owner is the only role to have "Submit to HRSA" access permission and manage peer access.</p> <p>Any organization users who have not yet been given access to the application need to work with the Application Owner to be granted access to the application in the EHBs.</p>
Authorizing Official (AO)	<p>Authorizing Official is the role of Organization users who can be selected as the Authorized Representative for an application.</p> <p>Each application has a designated Authorizing Official who is responsible for submitting the application to HRSA and is the authorized representative of the organization, who will be held responsible for the terms of the application.</p> <p>The application AO is assigned in the SF-424 Part 2 under the Authorized Representative section.</p>
Manage Peer Access	<p>The Application Owner Provides access to others to the application.</p>

Access Permissions

View Application	<p>View a read-only view of the application. Users with this access can also view the list of users with permission to the application.</p>
Edit Application	<p>Edit the information in the application while it is still pending.</p>
Submit Application to AO	<p>Submit the application to the AO on the application.</p>
Submit to HRSA	<p>Only the Authorizing Official (AO) on the application has this permission for a particular application.</p>

Additional Resources

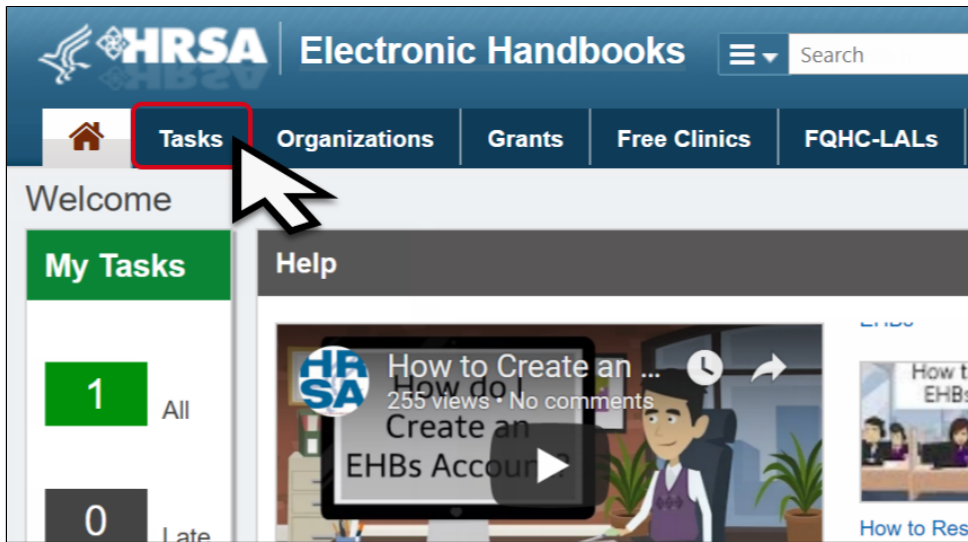
Application Access Video Page



View Users with Permissions on the Application

This will help you find the list of users with permission on the application. Also, if you are not the Application Owner, you can find the name of the Application Owner who manages the application access.

1. Click on the "Tasks" tab on your EHBs homepage.



2. Find the Grant Application which you are looking for and click "Edit".

HRSA Electronic Handbooks

You are here: Home » Tasks » Browse » All Entities []

ALL ENTITIES

Pending Tasks - List

Not Completed Recently Completed

Detailed View | Search | Saved Searches

Page size: 15 Go 1 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
11/28/2017 05:00 PM (18 Days)	Grant Applications	151970	Grant Applications	H80CS00000 (Grant)	HEALTHCARE NETWORK	Edit

Page size: 15 Go 1 items in 1 page(s)

3. Now you are on the Application Status Overview.

Application - Status Overview

HEALTHCARE NETWORK Due Date: 11/28/2017 5:00:00 PM (Due in: 15 days) | Application Status: In Progress

Resources

View

Application | Action History | Funding Opportunity Announcement | FOA Guidance | Application User Guide

Users with permissions on this application (5)

List of forms that are part of the application package

Section	Status	Options
Basic Information		
SF-424	Not Complete	

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4.

You will see all the users with access to the application and their related privileges.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grant Applications](#) » [\[REDACTED\]](#)

» **Application - Status Overview**

▶ [\[REDACTED\]](#) : HEALTHCARE NETWORK Due Date: 11/28/2017 5:00:00 PM (Due in: 15 days) | Application Status: In Progress

▼ **Resources** [↗](#)

View

[Application](#) | [Action History](#) | [Funding Opportunity Announcement](#) | [FOA Guidance](#) | [Application User Guide](#)

▼ **Users with permissions on this application (5)**

Name	Privileges
[REDACTED]	Application Owner Edit Application Submit Application to AO View Application
John Smith	Edit Application Submit Application to AO View Application
[REDACTED]	Edit Application View Application
[REDACTED]	Edit Application Submit Application to AO View Application
GrantsGovConnector User	Application Owner Edit Application Submit Application to HRSA

5.

The user with the privilege "Application Owner" is the person who can provide access to others for this application.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grant Applications](#) »

» Application - Status Overview

HEALTHCARE NETWORK

Due Date: 11/28/2017 5:00:00 PM (Due in: 15 days) | Application Status: In Progress

▼ Resources [🔗](#)

[View](#)

[Application](#) | [Action History](#) | [Funding Opportunity Announcement](#) | [FOA Guidance](#) | [Application User Guide](#)

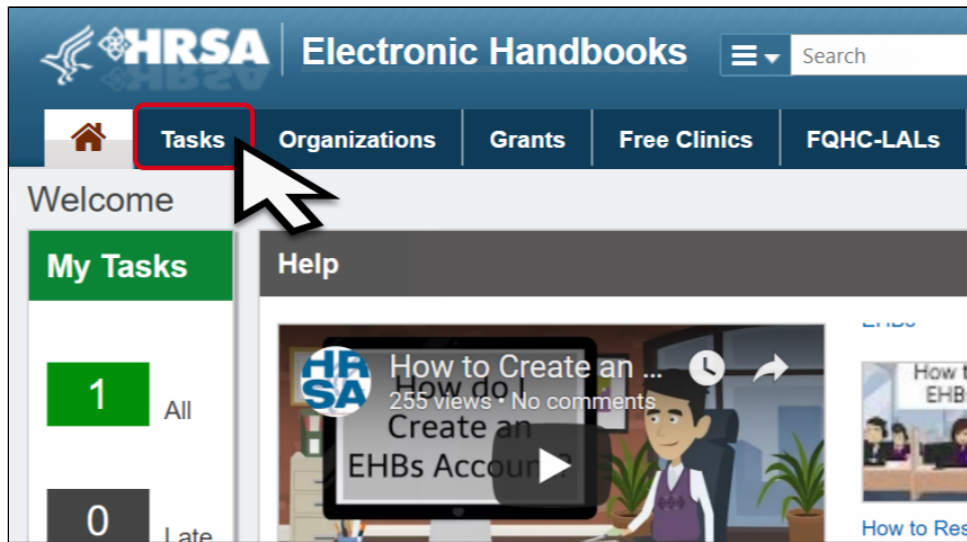
▼ Users with permissions on this application (5)

Name	Privileges
	<div>Application Owner</div> <div>Edit Application</div> <div>Submit Application to AO</div> <div>View Application</div>
John Smith	<div>Edit Application</div> <div>Submit Application to AO</div> <div>View Application</div>
	<div>Edit Application</div> <div>View Application</div>
	<div>Edit Application</div> <div>Submit Application to AO</div> <div>View Application</div>

Application Owner & Managing Peer Access

The Application Owner can manage and grant access to users. In this walkthrough, you will find how to navigate to manage access for an application and EHBs by providing different types of privileges for each user.

6. Click on the "Tasks" tab on your EHBs home page.



7. Go to the Applications List page by clicking the "Grant Applications" link under the Grants section in the left-hand menu.

Note: On this page, you will only see pending applications that have not been submitted to HRSA. To manage access for an application that has already been submitted, click on the "All" tab and click search to find your submitted applications.

HRSA Electronic Handbooks

You are here: Home » Tasks » Browse » All Entities []

Pending Tasks - List

Not Completed Recently Completed

Detailed View | Search | Saved Searches

Page size: 15 Go 1 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
11/28/2017 05:00 PM (18 Days)	Grant Applications	151970	Grant Applications	H80CS00000 (Grant)	HEALTHCARE NETWORK	Edit

Page size: 15 Go 1 items in 1 page(s)

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed Recently Completed All

Export To Excel Collapse Group | Detailed View | Search | Saved Searches

Page size: 15 Go 1 items in 1

Due	Application Deadline	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
18 Days	11/28/2017	HRSA-18-000	GRANT		Healthcare Network 2018 Service Area Competition	HEALTHCARE NETWORK, TX	In Progress	Edit

Due: Within 30 days (

Page size: 15 Go 1 items in 1 page(s)

8. To find the pending application for which you want to manage peer access, click on the "Not Completed" tab.

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed Recently Completed All

Export To Excel Collapse Group Detailed View Search Saved Searches

Page size: 15 Go 1 items in 1

	Due	Application Deadline	Announcement #	EBBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
	All						All	All	
Due: Within 30 days (
	18 Days	11/28/2017	HRSA-18-000		GRANT	Healthcare Network 2018 Service Area Competition	HEALTHCARE NETWORK, TX	In Progress	Edit

Page size: 15 Go 1 items in 1 page(s)

9. Click on the drop-down menu next to the Edit link under the Options column.

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed Recently Completed All

Export To Excel Collapse Group Detailed View Search Saved Searches

Page size: 15 Go 1 items in 1

	Due	Application Deadline	Announcement #	EBBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
	All						All	All	
Due: Within 30 days (
	18 Days	11/28/2017	HRSA-18-000		GRANT	Healthcare Network 2018 Service Area Competition	HEALTHCARE NETWORK, TX	In Progress	Edit

Page size: 15 Go 1 items in 1 page(s)

10.

Find and click the "Manage Peer Access" link.

Note: If you do not see the "Manage Peer Access" link here, you are not the Application Owner. You can go back to [View Users with Permissions on the Application](#) to find the name of the Application Owner and work with them to manage the application access.

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not CompletedRecently CompletedAll

Export To ExcelCollapse GroupDetailed ViewSearchSaved Searches

Page size: 15Go1 items in 1

Due	Application Deadline	Announcement #	EHBS Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
All						All	All	
Due: Within 30 days (
18 Days	11/28/2017	HRSA-18-000		GRANT	Healthcare Network 2018 Service Area Competition	HEALTHCARE NETWORK, TX		
Page size: 15Go								

Action

EditSubmit to AOManage Peer Access

View

ApplicationAnnouncement

1. You are on the Application Peer Access Page, where you will see a list of all users who currently have access to this application and their privileges.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [] » [Grant Applications](#)

Application Peer Access

100000 : HEALTHCARE NETWORK, TX Status: In Progress

Announcement Number: HRSA-18-000 Application Deadline: 11/28/2017

Project Title: Health Center

[Authorize New Users](#) [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go 3 items in 1 page(s)

Name	Email	Privileges	Functional Role	Phone	Options
	tester1@hotmail.com	Edit Application View Application	Business Official (BO)		Update ▼
	tester1@hotmail.com	Submit Application to AO Edit Application (+View More)	Employee (Other)		Update ▼

Page size: 15 Go

[Return to Application List](#)

2. Click on the drop-down arrow next to the Update link to see the Options.

- Update : Edit the privileges for this user.
- Revoke

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [] » [Grant Applications](#)

Application Peer Access

100000 : HEALTHCARE NETWORK, TX Status: In Progress

Announcement Number: HRSA-18-000 Application Deadline: 11/28/2017

Project Title: Health Center

[Authorize New Users](#) [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go 3 items in 1 page(s)

Name	Email	Privileges	Functional Role	Phone	Options
	tester1@hotmail.com	Edit Application View Application	Business Official (BO)		Update ▼
	tester1@hotmail.com	Submit Application to AO Edit Application (+View More)	Employee (Other)		Update ▼

Page size: 15 Go

[Return to Application List](#)

Action

[Update](#)

[Revoke](#)

View

[All Authorized Access](#) ↗

: Remove all the privileges from this user. This user will no longer be able to see this application in their EHB task

- s. All Authorized Access : View a list of all other applications on s to which this user has access.

Grant Access to a User

1
3. Click on the "Authorize New Users" button.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [] » [Grant Applications](#)

Application Peer Access

100000 : HEALTHCARE NETWORK, TX Status: In Progress

Announcement Number: HRSA-18-000 Application Deadline: 11/28/2017

Project Title: Health Center

[Authorize New Users](#) [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go 3 items in 1 page(s)

Name	Email	Privileges	Functional Role	Phone	Options
	tester1@hotmail.com	Edit Application View Application	Business Official (BO)		Update ▼
	tester1@hotmail.com	Submit Application to AO Edit Application (+View More)	Employee (Other)		Update ▼

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[Return to Application List](#)

1
4. You will see a list of all users associated to the organization. Find the person you want to provide access and click on "Authorize Access" for that person.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [] » [Grant Applications](#)

Application Peer Access

100000 : HEALTHCARE NETWORK, TX Status: In Progress

Announcement Number: HRSA-18-000 Application Deadline: 11/28/2017

Project Title: Health Center

[Authorize New Users](#) [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go 1 items in 1 page(s)

Name	Email	Functional Role	Phone	Organization	Options
Smith, John		Employee (Other)	(123) 456 -7890 Ext 90	HEALTHCARE NETWORK, TX	Authorize Access ▼

Page size: 15 Go

[Return to Application List](#)

1
5. Select which privileges you want to give to this user for this application.

You can give the following access: View, Edit, Submit to AO, or Submit to HRSA.

Note: Only the application's designated Authorizing Official (AO) can submit to HRSA.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants \[\]](#) » [Grant Applications](#)

Application Access- Authorize

▶ 100000 : HEALTHCARE NETWORK, TX Status: In Progress

▼ Resources [✕](#)

[View](#)
[Action History](#)

▼ Assign Privileges To: John Smith

Email: [REDACTED]

Phone: (123) 456-7890

Organization Role: Other Employee (Project Director, AO Designee, Staff)

	View	Edit	Submit to AO	Submit to HRSA
Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Cancel](#) [Save And Continue](#)

1
6. Once you have selected the privileges, click on the "Save and Continue" button at the bottom of the page to give them access.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants \[\]](#) » [Grant Applications](#)

Application Access- Authorize

▶ 100000 : HEALTHCARE NETWORK, TX Status: In Progress

▼ Resources [✕](#)

[View](#)
[Action History](#)

▼ Assign Privileges To: John Smith

Email: [REDACTED]

Phone: (123) 456-7890

Organization Role: Other Employee (Project Director, AO Designee, Staff)

	View	Edit	Submit to AO	Submit to HRSA
Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Cancel](#) [Save And Continue](#)

1
7. You will see their name added to the list of users with access to this application on the Application Peer Access Page.

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [[icon](#)] » [Grant Applications](#)

Application Peer Access

▼ 100000 : HEALTHCARE NETWORK, TX Status: In Progress

Announcement Number: HRSA-18-000 Application Deadline: 11/28/2017

Project Title: Health Center

[Authorize New Users](#) [Search](#) | [Saved Searches](#) ▼

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Name	Email	Functional Role	Phone	Organization	Options
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
Smith, John	<input type="text"/>	Employee (Other)	(123) 456 -7890 Ext 90	HEALTHCARE NETWORK, TX	Authorize Access ▼

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[Return to Application List](#)